

SAFETY SELF-INSPECTION GUIDE

Date _____ Inspector(s) _____

Facility or Shop _____ Shift _____ Supervisor _____

A - Adequate at time of inspection

N - Needs immediate attention

MEDICAL & FIRST AID & EDUCATION

Condition/Action	A	N	Comment
OSHA and other job site warning posters posted			
Scheduled safety meetings held and documented			
Adequate employee training - general and specific			
Medical services, first aid equipment, qualified First Aid available (if needed)			
Emergency telephone numbers posted, such as police department, fire department, doctor, hospital, ambulance, claims hotlines, etc.			

HOUSEKEEPING AND SANITATION

Condition/Action	A	N	Comment
Working areas generally neat, debris picked up			
Waste and trash regularly disposed			
Lighting adequate for all work tasks			
Projecting nails removed or bent over			
Oil and grease removed from walkways and stairs			
Covered waste containers used near heat / sparks			
Passageways and walkways clear (need at least 36" or more space)			
Sanitary facilities adequate and clear			
Potable water available for drinking			
Disposable drinking cups and container for used cups			
Employees using drinking cups with covers to keep out contaminants			
Employees do not eat food in the production areas where contaminants are present and could ingested through the food when eating?			
Soap and hot water available for hand washing			
Traffic areas clear and free of cords, boxes, etc.			
Exits and stairs clearly marked			
Materials stored safely			
Drawers and cabinet doors kept closed when not in use			

FIRE PREVENTION

Condition/Action	A	N	Comment
Fire protection program developed and written			
Fire fighting instructions provided to personnel if applicable			
Adequate fire extinguishers, identified, checked and 36" clearance, sprinklers unobstructed			
Outside hydrants clear, access open (no vehicles blocking)			
Good housekeeping in evidence			
NO SMOKING signs posted and enforced where needed			
Temporary heater devices safe – tip over shutoffs?			
Temporary heaters used away from flammable items			
Cords, connections, and electrical equipment in good condition			
Wiring is adequate for electrical load			
Flammables stored in proper storage			
Paper or fabric kept away from sources of ignition			
Fire drill held regularly			
Exit routes clearly marked			

FLAMMABLE GASES AND LIQUIDS

Condition/Action	A	N	Comment
All containers approved and clearly identified			
Compressed gas cylinders secured around body by chain			
Collar covers on cylinders when no regulators attached			
Heat and spark generating activities performed 20 feet or more away			
Proper types and number of fire extinguishers nearby			
Proper method for moving cylinders used			

WELDING AND CUTTING

Condition/Action	A	N	Comment
Operators qualified and trained on fire control			
Screens and shields used to protect others nearby			
Goggles, helmets, gloves, clothing used as required			
Equipment in safe operating			
Electrical equipment grounded condition			
Power cables and hoses protected and in good repair (< 1" wire showing)			
Fire extinguishers of proper type nearby			
Surrounding area inspected for fire hazards			
Gas cylinders secured upright (no covering of the valve/neck portion)			
Oxygen cylinders separated from acetylene or other fire source by 5-foot tall rated wall or minimum of 20 feet			

ELECTRICAL

Condition/Action	A	N	Comment
Adequate wiring, well insulated, grounded, protected from damage			
Assured grounded program followed			
GFI's (ground fault interrupt) used when around water			
Proper fire extinguisher provided (ABC not a Type A)			
Circuit breaker equipped with required covers & closed			
Terminal boxes & panel covers closed when not being serviced			
Junction boxes and outlets have proper covers in place			
36" free clearance in front of all electrical panels			
Electrical cords in good condition w/out splices, tape, or damaged plugs			
Electrical cords do not run under rugs or pose tripping hazard			

HAND & POWER TOOLS

Condition/Action	A	N	Comment
Proper tools being used for each job			
Safe carrying practices used (no carrying by cords)			
Tools regularly inspected and well maintained			
Damaged tools repaired or replaced promptly			
Right angle grinders have 180° guards			
Good housekeeping where tools are used			
Proper grounding of all tool power cords			
Instruction in proper use provided			
All mechanical safeguards in use			
Tools properly stored when not in use			
Wiring properly installed - no exposed splices			

LADDERS

Condition/Action	A	N	Comment
Ladders inspected and in good condition (See ladder checklist.)			
Ladders properly secured to prevent slipping, sliding or falling			
Side rails of ladders extended 36" above the top of landing			
Job-build ladders constructed properly			
Stepladders fully open when in use			
Metal ladders not used around electrical hazards (min 15 feet away)			
Ladders not painted (hides defects)			
Ladders properly stored (hung up or secured)			
Ladder safety feet in use			
Fall protection provided and used for work above 4 feet			

HOISTS, CRANES AND DERRICKS

Condition/Action	A	N	Comment
Cables and sheaves inspected regularly			
Slings and chains inspected & stored correctly			
Crane hooks, safety latches and eyes inspected before each use			
Equipment firmly supported and support bracing adequate			
Outriggers used if needed on mobile equipment			
Power lines inactivated, removed, or at a safe distance			
Proper loading for capacity at lifting radius. Rated load			

capacities posted on identification plate			
All equipment properly lubricated, maintained & inspected w/ logs			
Signalmen where needed			
Signs and signals posted, understood and observed			

POWERED INDUSTRIAL TRUCKS /OTHER

Condition/Action	A	N	Comment
Inspection and maintenance records current?			
Lights, brakes, horns & other warning signals operative?			
Trailer wheels chocked when loading/unloading trailers?			
Facility roads & routes well maintained and laid out ?			
Equipment is properly shutoff when not in use?			
Identification plate on unit and readable with maximum capacity limits?			
ROPS (roll over protection system) in place on forklifts?			
Speed limit observed (5 mph)			
Fire extinguishers installed where required (yard forklifts)			

MOTOR VEHICLES

Condition/Action	A	N	Comment
Inspection and maintenance records up to date			
Operators qualified for vehicle in use			
Local and state vehicle laws and regulations observed			
Brakes, lights, warning devices operative			
Weight limits and loads sizes controlled			
Personnel transported in a safe manner			
All glass and windows in good condition			
Back-up signals provided			
Fire extinguishers installed where required			
First-aid kits installed where required			
SLOW MOVING VEHICLE signs used when required			

REPAIR SHOPS, MAINTENANCE SHOPS AND GARAGES

Condition/Action	A	N	Comment
Fire hazards eliminated (covered garbage and rag cans, flammables removed or stored in flammable storage lockers)			
Flammable Storage locker doors shut and secured when not in us			
Fuels and lubricants dispensed in a safe location			
Training provided and documented in dispensing fuel (gas, LPG or diesel)			
Good housekeeping maintained			
Lighting adequate for work tasks			
Carbon monoxide vented to outside & adequate ventilation provided inside			
All fuels and lubricants in proper containers			

BACK SAFETY

Condition/Action	A	N	Comment
Back care training provided to all employees			
Bent-knee lifting used by workers			
Mechanical lifting devices used when appropriate			
Tables/pallets used to raise load up to at least knee level			
Tool belt suspenders worn by workers			
Team lifting used for heavy or awkward loads			
Employees do "warm-up" exercises before strenuous work			
Pros & Cons of back support belts discussed w/workers			
Work hardening program used for returning time-loss employees			

MATERIAL HANDLING AND STORAGE

Condition/Action	A	N	Comment
Materials properly stored, stacked and secured			
Walkways/ passageways clear, pedestrian walkways marked			
Aisle ways clear			
Stacks on firm footings, not too high			
Materials protected against weather conditions			
Pallets inspected prior to use			
Dust/Vapor protection observed			
Shrink-wrap loose loads on high shelves			
Traffic controlled in the storage area			
Slings inspected and documentation performed			
Lift truck training performed with list of authorized users available			
Pedestrian safety training provided for workers in areas of forklift use			
No driving in/on to trucks unless inspected and chocked			

EGRESS AND EVACUATION

Condition/Action	A	N	Comment
Written plan in place outlines responsibilities of key personnel			
Special needs employees identified & assistance assigned? Are backups for the assistance assigned?			
Exit doors marked with "Exit" signs			
Doors that do not lead to safe evacuation identified as "Not an Exit"			
Maps posted in various areas showing routes of escape and rallying area			
Evacuation drill performed in last 12 months			
Assignment of shutting off gas supply and location of tool known?			
Are backups for the shutting off of gas assigned and trained?			

PERSONAL PROTECTIVE EQUIPMENT

Condition/Action	A	N	Comment
Eye protection (using chemicals, grinding, milling, flying particles, etc.)			
Face shields (grinding, banding/unbanding, and first-aid)			
Respirators and masks used correctly			
Respirators and masks stored in airtight containers?			
Head protection adequate and consistent?			
Hearing protection used?			
Chemical protection equipment adequate?			

HAZARD COMMUNICATION PROGRAM

Condition/Action	A	N	Comment
Chemical inventory list developed and maintained			
Written program available			
Material Safety Data Sheets collected and available on all shifts			
Adequate employee training provided-general and specific areas			
Containers properly labeled including spray bottles and small cans			
Inventory, MSDS, & Labels can be cross-referenced.			

ABRASIVE WHEEL GRINDERS

Condition/Action	A	N	Comment
Tool rest guard installed and adjusted to maximum gap of 1/8" (bottom)			
Tongue guard installed and adjusted to maximum gap of 1/4" (top)			
Side guards covering spindle, nut and flange & at least 65% of the wheel			
Clear Lexan cover guards in place and adjustable?			
On off switch in good order and functional			
Cord and unit grounded properly			

VERTICAL & HORIZONTAL BANDSAWS

Condition/Action	A	N	Comment
Exposed portions of the vertical bandsaw saw blade guarded above the cutting surface and below the guide (feed) rolls			
Guide (feed) rollers not exposed to show an in-running nip point?			
Exposed portions of blade to the left and right of point of operation guarded on horizontal bandsaws			

RADIAL ARM SAWS

Condition/Action	A	N	Comment
Does the saw extend past the cutting surface when pulled forward			
Does the saw gently return to starting position when let go			
Is the saw blade guarded on both sides of the housing?			
Does the saw blade guard rise up prematurely before striking the stock?			

GENERAL MACHINES

Condition/Action	A	N	Comment
Are there exposed pulleys, belts, chains, sprockets, and gears?			
and rotating shafts within 7 feet of the working surface guarded?			
Are there in-running nip points unguarded?			
Do table saw blades have enclosing guards and anti-kickback features?			
Safe walk areas highlighted on those machines with moving parts/platforms?			

WALKING/WORKING SURFACES/STAIRS/RAILING

Condition/Action	A	N	Comment
Do all stairs with more than 4 steps have a railing with a midrail?			
Do all platforms that are more than 4 feet high have standard railing system?*			
Is there a gap in the standard railing system greater than 18 inches?			
Do all stairs with widths more than 44" have a left and right handrail?			
Is the forklift access gate shut and secured when not in use on mezzanines or overhead storage areas?			
Will the standard railing system be capable of supporting 200lbs on the top rail? (Shake railing, if it moves easily, then probably not)			
Is the weight load calculated and posted in a pounds per square foot basis on all overhead storage areas?			
Remove all materials stored on top of offices and machines unless there is a standard railing system in place and the weight load posted?			

*Standard Railing system consists of a top rail from 36-42" high, a midrail and a 4" toeboard

OTHER

[illegible]